



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## General Position Information:

**Job Title:** Deputy Assistant Director of National Intelligence for Human Capital

**Position Number:** 17313

**Position Grade:** SNIS Executive Tier 1

**Salary Range:** None provided (not applicable for detailees)

**Vacancy Open Period:** 05/07/2021-05/24/2021

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal Candidates, Detailees

**Division:** DNI/PC/HC

**Duty Location:** Bethesda, MD

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

This is an opportunity for a SNIS Executive Tier 1 cadre position in the ODNI.

- An internal candidate to fill a SNIS Executive Tier 1 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

Senior Service (SNIS, SES, SIS, DISES, DISL) employees. GS employees may not apply.

Who May Apply:

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI cadre.



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- Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
- For a detailee assignment:
  - Current Federal Government employees.

## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## Component Mission

The Policy and Capabilities Directorate is focused on ensuring the IC is best postured to meet the future challenges and threats confronting our nation.

## Major Duties and Responsibilities (MDRs)

Provide support and assistance to the ADNI for Human Capital by:

- Promote the IC vision and mission, and implement, lead and guide the DNI's strategic intent for IC wide policies, programs and resources.
- Represent DNI positions to National policy makers, Congress, OMB and White House staff.
- Develop and execute best business practices to align and integrate support with mission directives; identify gaps and opportunities that can be leveraged throughout the ODNI, and ensure flexibility and responsiveness to support equities across the EC and ODNI.
- Lead and exemplify the ODNI core values of Commitment, Courage and Collaboration, maximize the individual contributions of staff, and promote a commitment to diversity and opportunity.
- Serve as a senior technical expert on federal human capital laws, regulations, and policies.
- Engage and influence key stakeholders: ODNI and IC senior leadership, Congress, the Office of Personnel Management (OPM), Office of Management and Budget (OMB), and other external organizations as appropriate.
- Formulate, justify and execute activities within the IC's human capital budget line and conduct annual reviews of NIP human capital activities to assess progress.
- Lead the planning and coordination of the Human Capital modernization initiatives that support the National Intelligence Strategy and the IC's Right, Trusted, Agile Workforce initiative.



## **Mandatory and Educational Requirements:**

Record of success in managing large staffs and creating inclusive environments that allow for innovation and creativity at all levels.

- Ability to exercise and promote mobility and agility within the staff to encourage a continuous growth mindset.
- Expert ability to plan, manage and complete complex, multi-faceted projects involving government and contractor personnel.
- Record of success in managing large staffs and creating inclusive environments that allow for innovation and creativity at all levels.
- Ability to exercise and promote mobility and agility within the staff to encourage a continuous growth mindset.
- Expert ability to plan, manage and complete complex, multi-faceted projects involving government and contractor personnel.
- Record of success in building teams, leading change, and working effectively with others in a diverse, complex and evolving environment.
- Proven superior analytical and critical thinking skills, including the ability to think strategically, consider risk calculations, and use data analytics to inform strategic decisions, identify workforce requirements, and to develop recommendations for decision-makers.
- In-depth knowledge of IC elements, requirements, functions, interrelationships, and the role of workforce planning in meeting requirements in support of IC missions.
- In-depth knowledge of human capital standards and practices (Title 50, 10 and 5).
- Superior communication skills, both written and oral, and superior ability to produce clear, logical and concise products in a timely manner.

## **Desired Requirements:**

- Expert knowledge of federal and/or IC human capital resources, policies, and practices.

## **Key Requirements and How To Apply:**

### **Internal ODNI Cadre Candidates:**

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.



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**WHERE TO SUBMIT:** *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](#).* For current employees who do not currently have access to internal systems, applications should be sent to either dni\_coo\_hrm\_semo\_wma@cia.ic.gov gov (classified email system) or DNI\_CMO\_HC\_SEMO@dni.gov (unclassified email system). Applicants experiencing technical issues should contact the HR POC for guidance. Applicants submitting via JWICS are requested to submit their materials to both HOYLEGR@dni.ic.gov (*Greta H.*) and cartecd@dni.ic.gov (*Cynthia C.*) in lieu of the group address above.

## **Current Federal Employees Applying for a Detail Assignment:**

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. Applicants from within the IC must submit an application through the classified IC Joint Duty Program website. Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.

**WHERE TO SUBMIT:** Applications should be sent to DNI\_CMO\_HC\_SEMO@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both HOYLEGR@dni.ic.gov (*Greta H.*) and cartecd@dni.ic.gov (*Cynthia C.*) in lieu of the group address above.

## **All Applicants:**

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should **NOT** contain classified information above the TS//SI//TK//NOFORN level.

To verify receipt of your application package **ONLY**, you may call 703-275-3300.

## **What To Expect Next**



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The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

## Agency Contact Information

ODNI Recruitment; Phone: 703-275-3300; Email: [DNI\\_CMO\\_HC\\_SEMO@dni.gov](mailto:DNI_CMO_HC_SEMO@dni.gov)

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at [DNI\\_Reasonable\\_Accommodation\\_WMA@cia.ic.gov](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) and [DNI\\_Diversity\\_WMA@cia.ic.gov](mailto:DNI_Diversity_WMA@cia.ic.gov), by unclassified email at [DNI\\_DRA@dni.gov](mailto:DNI_DRA@dni.gov), by telephone at 703-275-3799 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**